



# Lewis County Employment Opportunity

Division: **Financial Services** | Position: **Financial Analyst I or II**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full Time**

FA I: Salary Range: **122 \$4,600 - \$6,186/mo.**

FA II: Salary Range: **125 \$5,268 - \$7,086/mo.**

Posting Opens: **06/09/2021**

Posting Closes: **Open until filled**

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## DEPARTMENT / OFFICE

Auditor's Office/Financial Services Division  
351 NW North St  
PO Box 29  
Chehalis, WA 98532

## POSITION SUMMARY

FA I: Under general supervision, performs a variety of accounting and technical support functions on behalf of the Lewis County Auditor's Office; assists in the preparation of financial statements and reports; and performs other related duties as assigned.

FA II: Under general supervision, performs a variety of complex accounting and statistical analysis functions in the maintenance of county-wide financial, technical and accounting records; and prepares financial statements and required reports.

## HOW TO APPLY

Application materials and job description are available online at [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs).

*Application packets may be requested by calling 360 740-1408.*

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

## WHO MAY APPLY

This recruitment is open to any qualified employee who meets the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

*Preference will be given to current Lewis County Employees.*

## REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

## MINIMUM REQUIREMENTS

### FA I:

- Bachelor's Degree in Accounting or Finance

### FA II:

- Bachelor's Degree in Accounting or Finance; and two (2) year's public sector accounting experience, preferably with Lewis County.
- A valid Driver's License is required.
- May be required to pass a thorough background investigation.
- Proof of eligibility to work in the United States
- Ability to speak, read, and write the English language effectively

***FA I & FA II placement shall be determined by experience***

***Experience in lieu of education will be considered as outlined in Section 2.0 as described in the Lewis County Employee Handbook.***

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**NOTE:** The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.